

HOW TO USE ELECTRONIC FILING

How to Electronically File the Annual Utility Report on Work Performed by Minority, Women, Veteran-Owned and Small Business Enterprises

The Illinois Commerce Commission has implemented an electronic filing system for accepting documents. The Annual Utility Report on Work Performed by Minority, Women, Veteran-Owned and Small Business Enterprises will be accepted using this system.

The URL for the website is the following:

<http://www.icc.illinois.gov/filings/mwvs>



The screenshot shows a web browser window displaying the Illinois Commerce Commission website. The address bar shows the URL <http://www.icc.illinois.gov/filings/mwvs/default.aspx>. The page header includes the ICC logo and address: 527 East Capitol Avenue, Springfield, Illinois 62701. A navigation bar contains links for Consumers, Public Utility, Transportation, and About ICC. The main content area is titled "Annual Utility Report on Work Performed" and contains a detailed explanation of the reporting requirements under Section 5-115 of the Public Utilities Act. A list of published reports is provided, including entries for Peoples Gas Light and Coke Company, Northern Illinois Gas Company, Ameren Illinois Company, and Commonwealth Edison Company for various years. A "Quick Links" sidebar on the right contains links for "Instructions" and "Electronic Filing". The footer includes links for Privacy, Agencies, Accessibility, Site Map, RSS Feeds, Contact Us, and Mobile Site, along with a language selection dropdown and a copyright notice for 2014.

Notice on the right side the two links: Instructions and Electronic Filing. Instructions is a link to this document. Electronic Filing is a link to the filing website.

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Sign-on Page.

To file on-line, you must enter a user name, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form <http://www.icc.illinois.gov/forms> and submit it to the ICC Help Desk. The ICC Help Desk may be reached at 217-782-9230.



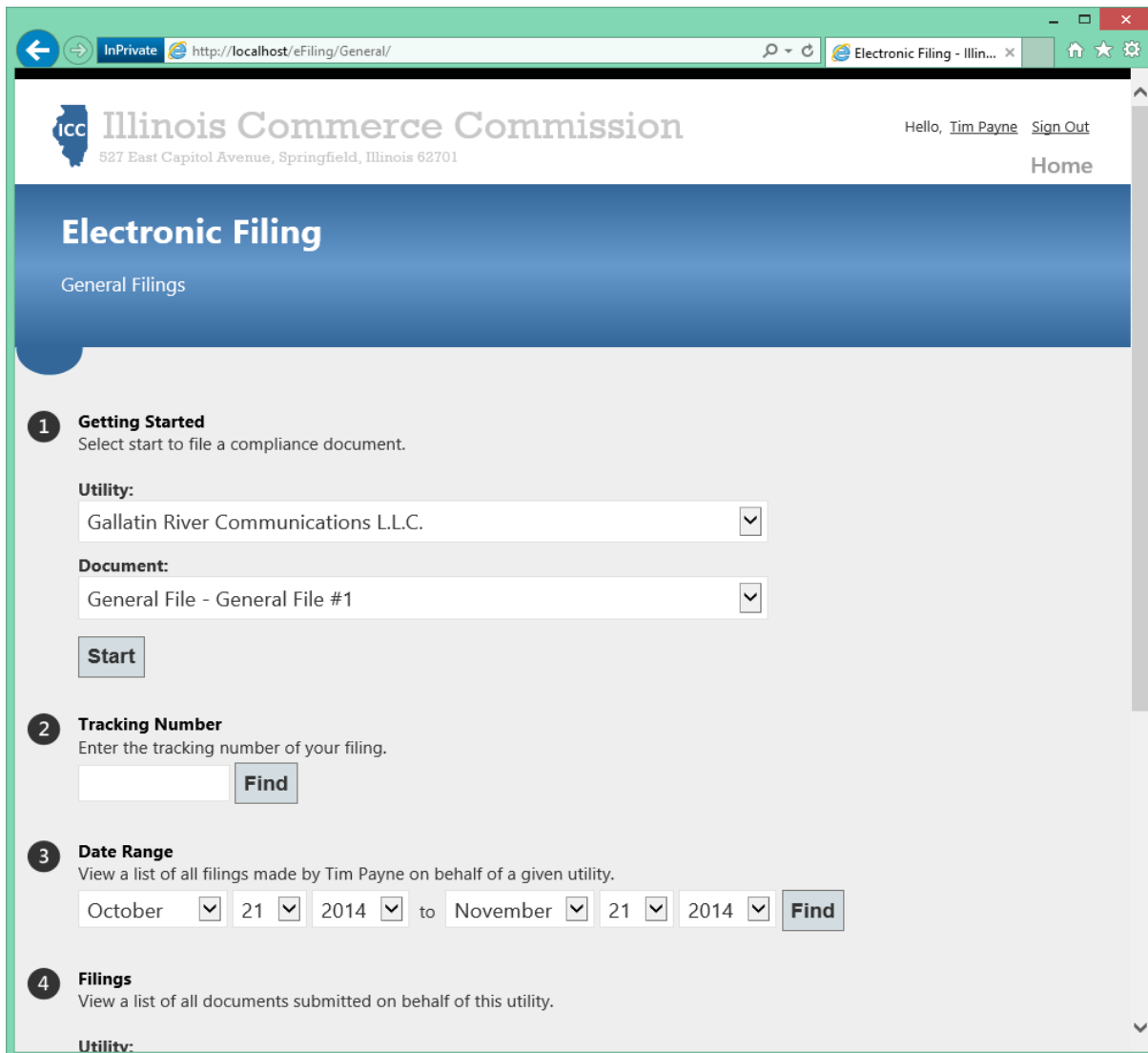
The screenshot shows a web browser window with the address bar displaying <https://www.icc.illinois.gov/eAccount/signin.aspx?SiteUrl=/eFiling/Genera>. The page title is "Sign In - Illinois Com...". The main content area is titled "Illinois Commerce Commission Web Access". Below the title, it says: "Please enter your user name, password, and domain. Also, you must enter the characters in the image. When finished, click the Continue button." The form includes three input fields: "User Name:", "Password:", and "Domain:". Below these fields are two links: "Listen" and "Reset". To the right of these links is a CAPTCHA image showing a sequence of black and white shapes. Below the CAPTCHA is an input field labeled "Enter characters:". At the bottom of the form are two buttons: "Continue" and "Cancel". Below the buttons are two links: "Forgot your password?" and "Register for Account". At the very bottom, there is a copyright notice: "Copyright ©2011 Illinois Commerce Commission. All rights reserved."

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Welcome Page

After a successful sign-on, the Welcome page is displayed. On the Welcome page, you may:

1. Start an electronic filing.
2. Enter a tracking number to search for a filing.
3. View a list of all filings made by a filer on behalf of a given utility.
4. View a list of all documents submitted on behalf of this utility.
5. View a list of all individuals who may submit certain documents type for a given utility.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/`. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link. A "Home" link is also present. The main heading is "Electronic Filing" with a sub-heading "General Filings".

1 Getting Started
Select start to file a compliance document.

Utility:
Gallatin River Communications L.L.C. [v]

Document:
General File - General File #1 [v]

Start

2 Tracking Number
Enter the tracking number of your filing.
[] **Find**

3 Date Range
View a list of all filings made by Tim Payne on behalf of a given utility.
October [v] 21 [v] 2014 [v] to November [v] 21 [v] 2014 [v] **Find**

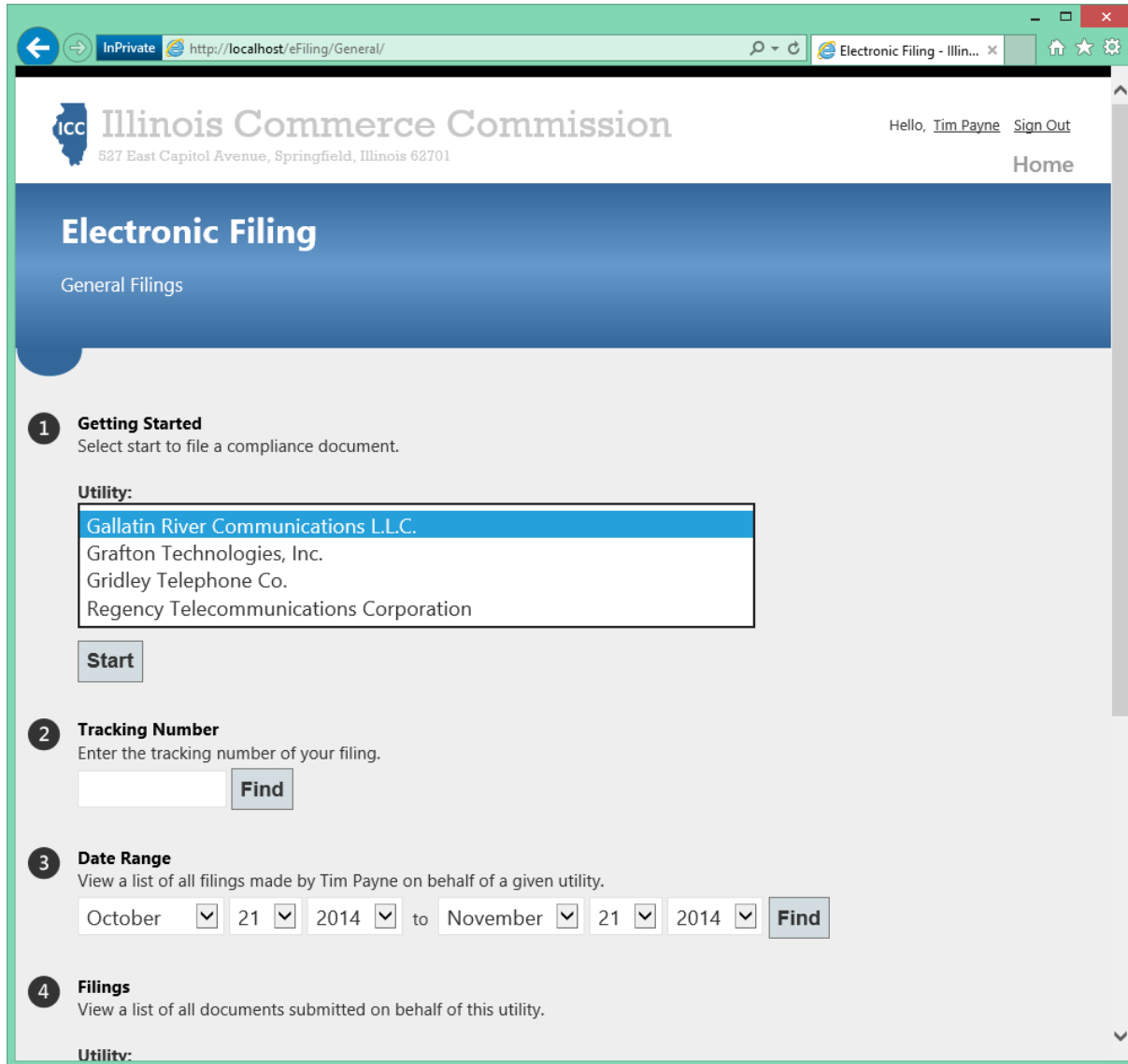
4 Filings
View a list of all documents submitted on behalf of this utility.
[v]

Utility:

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Step 1: Select a utility from the list

The next step is to select the utility. To perform a filing for a utility, you must be authorized. The utility list will show all utilities under which you may file. If the utility list is empty, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.



1 Getting Started
Select start to file a compliance document.

Utility:

Gallatin River Communications L.L.C.
Grafton Technologies, Inc.
Gridley Telephone Co.
Regency Telecommunications Corporation

Start

2 Tracking Number
Enter the tracking number of your filing.

Find

3 Date Range
View a list of all filings made by Tim Payne on behalf of a given utility.

October 21 2014 to November 21 2014 **Find**

4 Filings
View a list of all documents submitted on behalf of this utility.

Utility:

HOW TO USE ELECTRONIC FILING

Step 3: Select a document from the list

The next step is to select a document type. To select a document, you must be authorized. The document type list will show all document types to which you may file for this utility. If the document type list is empty or incorrect, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.

After a utility and document are selected, click the Start button to proceed to the filing wizard.

1 Getting Started
Select start to file a compliance document.

Utility:
Gallatin River Communications L.L.C.

Document:
General File - General File #1
General File - General File #2
General File - Diversity Report

2 Tracking Number
Enter the tracking number of your filing.
 Find

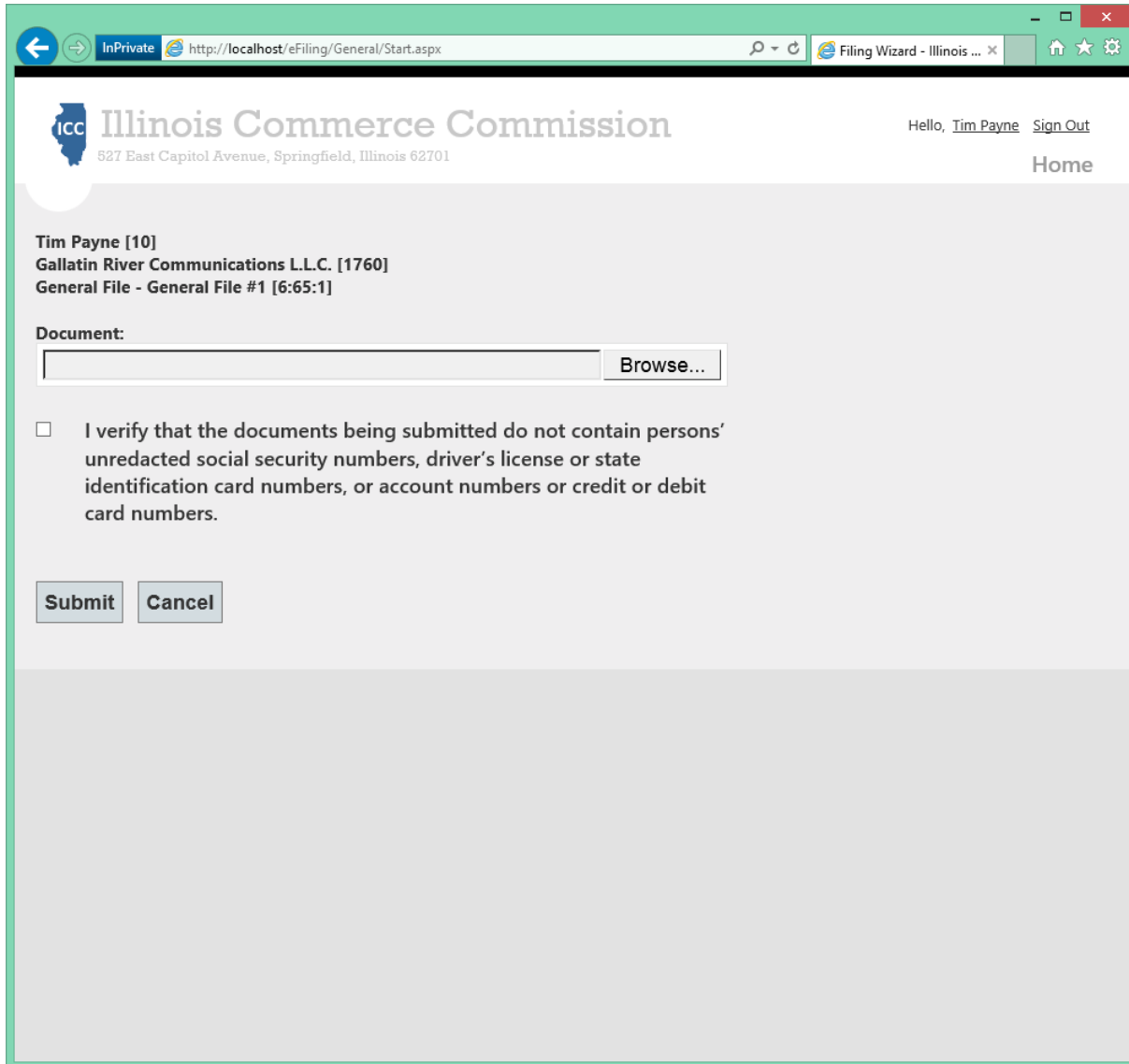
3 Date Range
View a list of all filings made by Tim Payne on behalf of a given utility.
October 21 2014 to November 21 2014 **Find**

4 Filings
View a list of all documents submitted on behalf of this utility.
Utility: **Find**

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Step 4: Select a file for upload

The next step is to select a file. To select a document, click the browse button. A dialog box will appear. Navigate to the file on your computer and click it.



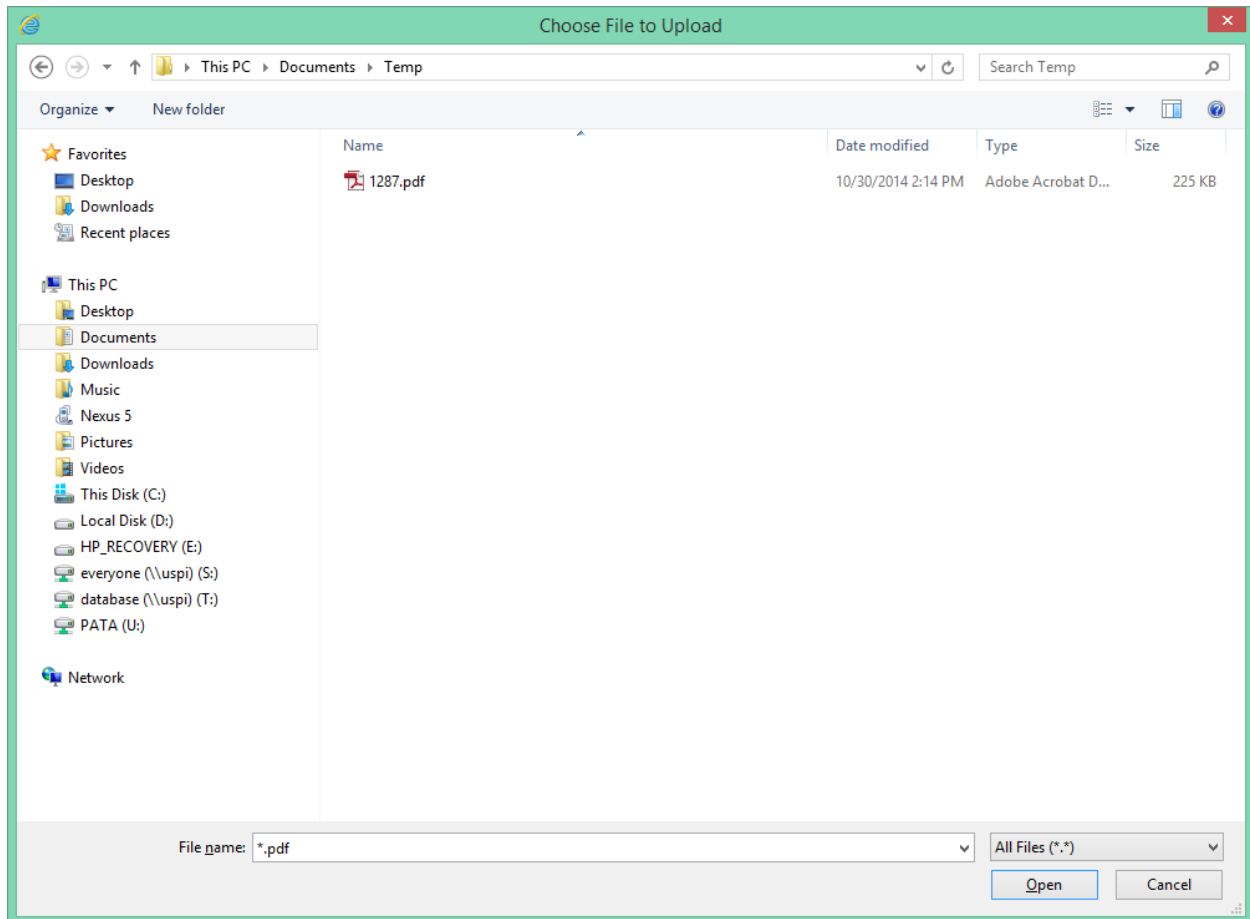
The screenshot shows a web browser window with the address bar displaying "http://localhost/eFiling/General/Start.aspx". The page header includes the Illinois Commerce Commission logo and name, along with the address "527 East Capitol Avenue, Springfield, Illinois 62701". On the right, it says "Hello, Tim Payne" and "Sign Out". Below the header, the user information is displayed: "Tim Payne [10]", "Gallatin River Communications L.L.C. [1760]", and "General File - General File #1 [6:65:1]". The main section is titled "Document:" and contains a text input field and a "Browse..." button. Below this, there is a checkbox with the text: "I verify that the documents being submitted do not contain persons' unredacted social security numbers, driver's license or state identification card numbers, or account numbers or credit or debit card numbers." At the bottom, there are "Submit" and "Cancel" buttons.

Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

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Step 5: Choose a file to upload dialog box

From the dialog box, choose the file to upload.

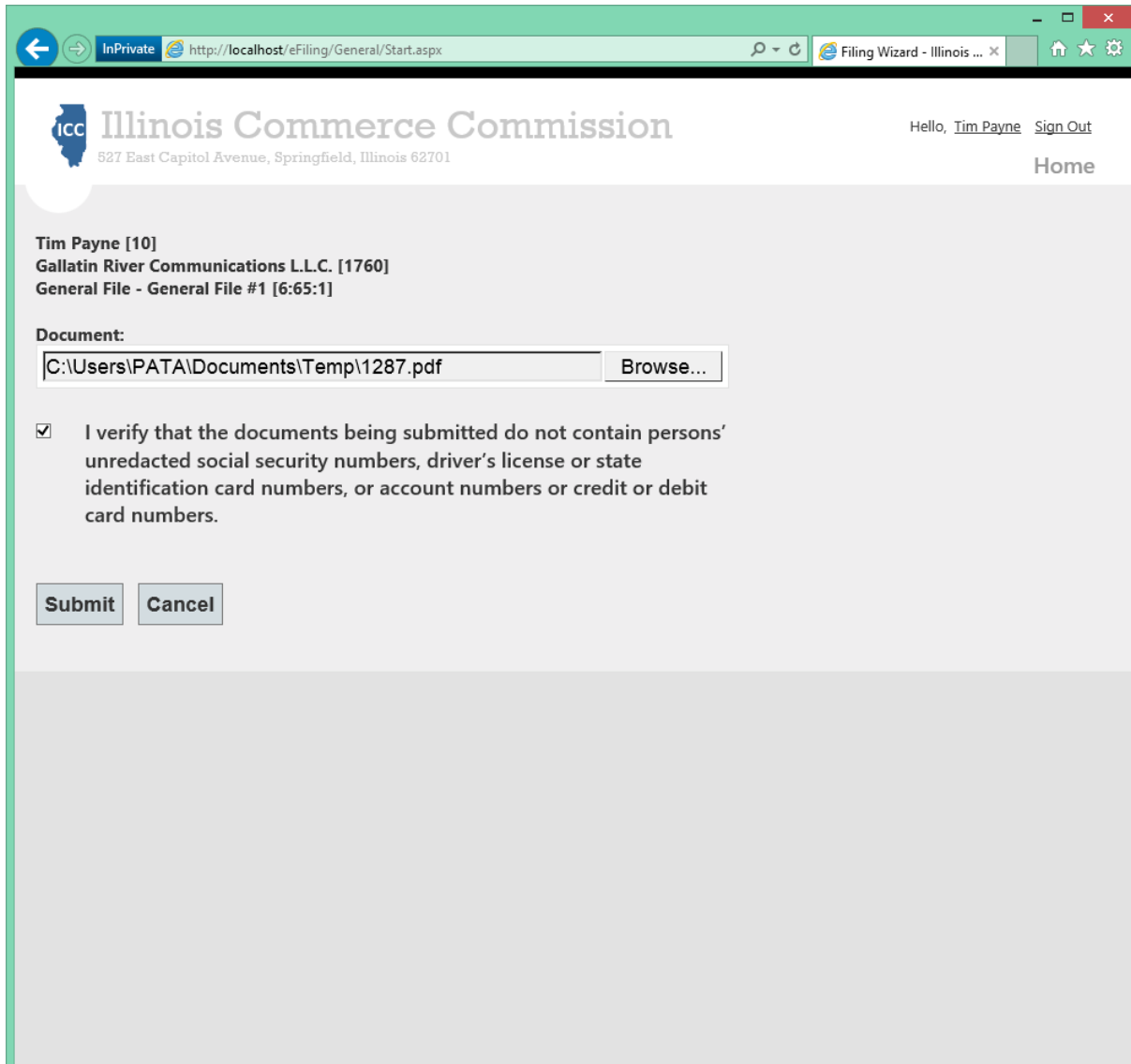


Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

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Step 6: Enter a description and check private information

Once selected, the document field shows the local path for the document. To complete the filing, enter a description for the document, check the box next to the private information disclaimer, and enter the text at the bottom of the screen. To proceed, click the submit button to upload the document. The cancel button will end the upload and return to the welcome page.



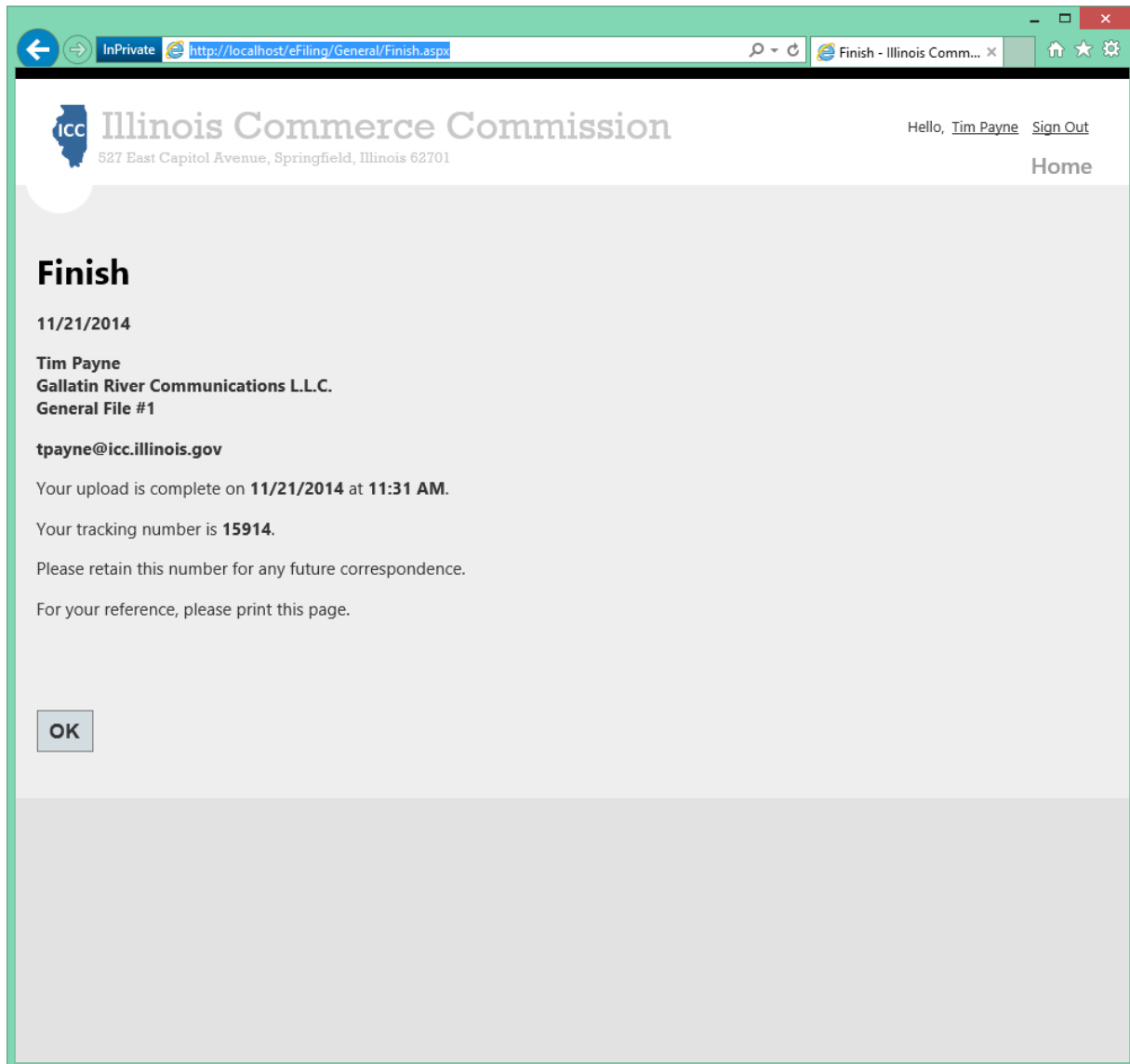
The screenshot shows a web browser window with the address bar displaying `http://localhost/eFiling/General/Start.aspx`. The page header includes the Illinois Commerce Commission logo and name, along with the address "527 East Capitol Avenue, Springfield, Illinois 62701". A user greeting "Hello, Tim Payne" and a "Sign Out" link are visible. The main content area displays the user's name "Tim Payne [10]", the company name "Gallatin River Communications L.L.C. [1760]", and the file name "General File - General File #1 [6:65:1]". Below this, the "Document:" section shows a text box containing the local path `C:\Users\PATA\Documents\Temp\1287.pdf` and a "Browse..." button. A checkbox is checked, and the text reads: "I verify that the documents being submitted do not contain persons' unredacted social security numbers, driver's license or state identification card numbers, or account numbers or credit or debit card numbers." At the bottom of the form, there are two buttons: "Submit" and "Cancel".

Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

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Step 7: Finished

When the upload has completed, the finished page is displayed. Please print this page for your records. You may need the tracking number for any inquires related to this filing.

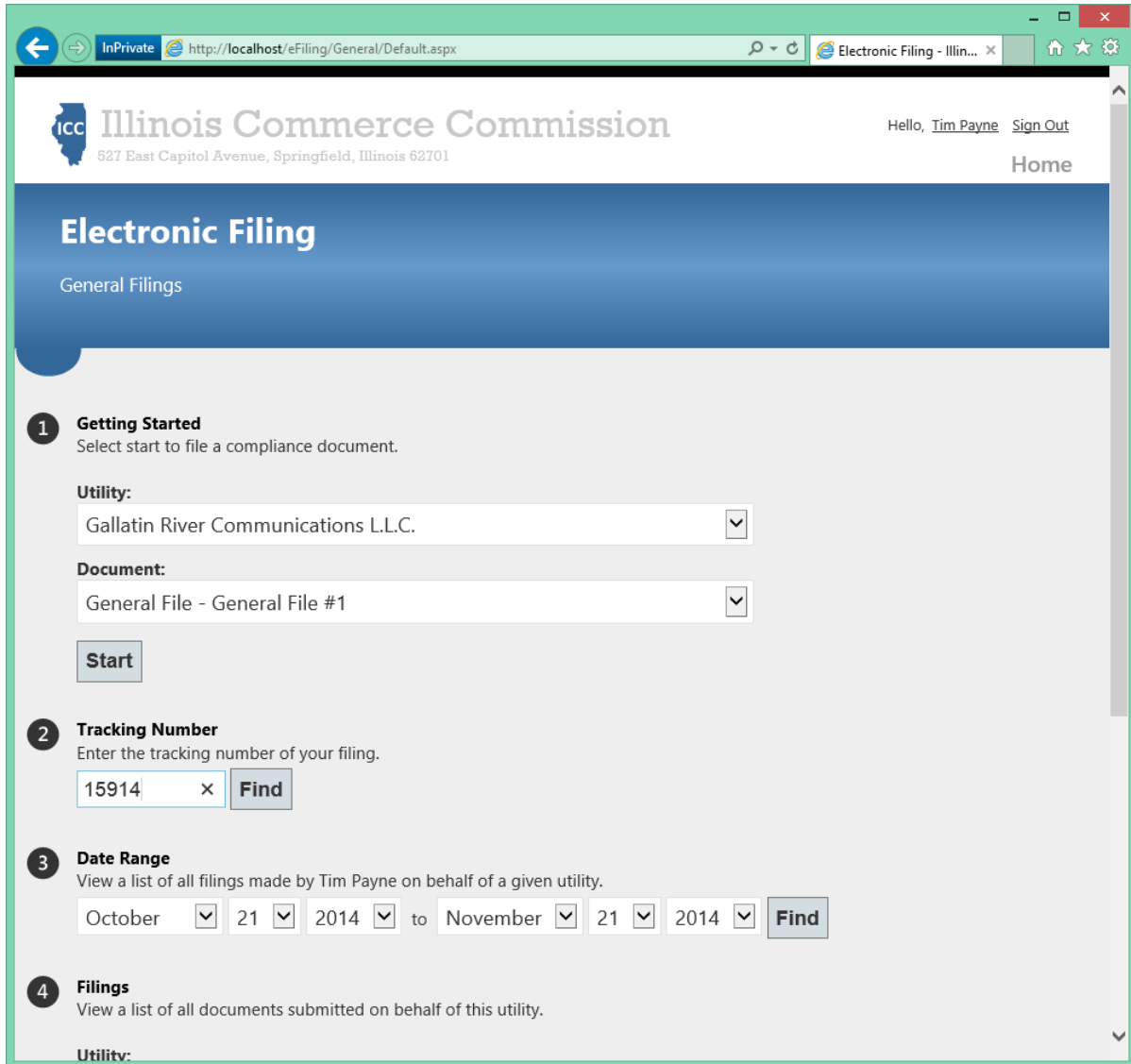


HOW TO USE ELECTRONIC FILING

How to Find a Filing Using a Tracking Number

Step 1: Enter a Tracking Number

Enter the track number of the filing in the text box. Click the Find button to submit the request.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/Default.aspx`. The page header includes the Illinois Commerce Commission logo and address (527 East Capitol Avenue, Springfield, Illinois 62701), along with a user greeting "Hello, Tim Payne" and a "Sign Out" link. A "Home" link is also present. The main heading is "Electronic Filing" with a sub-heading "General Filings".

The interface is divided into four numbered steps:

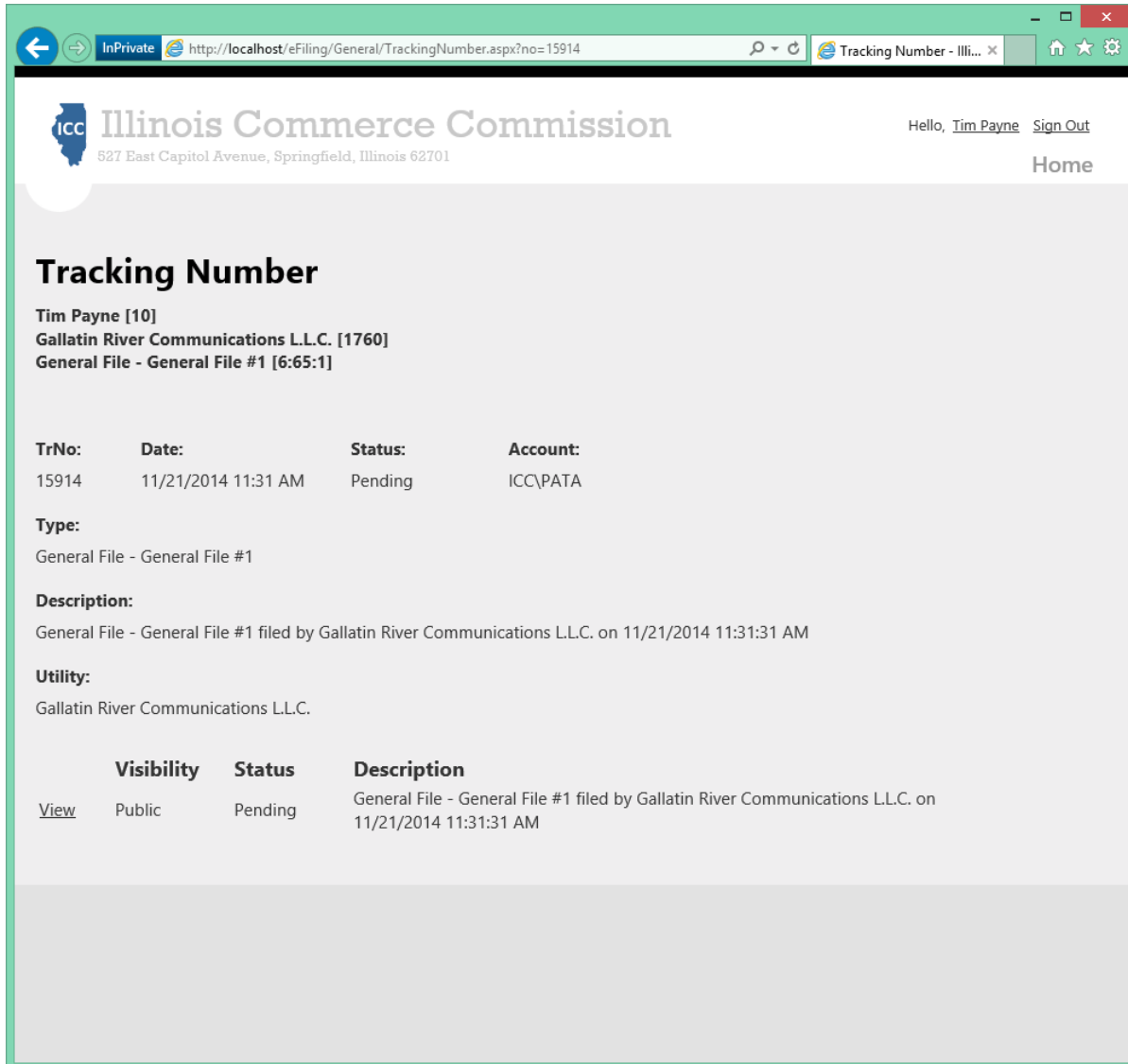
- 1 Getting Started**
Select start to file a compliance document.
Utility: Gallatin River Communications L.L.C.
Document: General File - General File #1
Start
- 2 Tracking Number**
Enter the tracking number of your filing.
15914 x Find
- 3 Date Range**
View a list of all filings made by Tim Payne on behalf of a given utility.
October 21 2014 to November 21 2014 Find
- 4 Filings**
View a list of all documents submitted on behalf of this utility.
Utility:

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How to Find a Filing Using a Tracking Number

Step 2: View the Filing

On the tracking number page, all information related to this filing is available.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/TrackingNumber.aspx?no=15914`. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link and a "Home" link.

Tracking Number

Tim Payne [10]
Gallatin River Communications L.L.C. [1760]
General File - General File #1 [6:65:1]

TrNo:	Date:	Status:	Account:
15914	11/21/2014 11:31 AM	Pending	ICC\PATA

Type:
General File - General File #1

Description:
General File - General File #1 filed by Gallatin River Communications L.L.C. on 11/21/2014 11:31:31 AM

Utility:
Gallatin River Communications L.L.C.

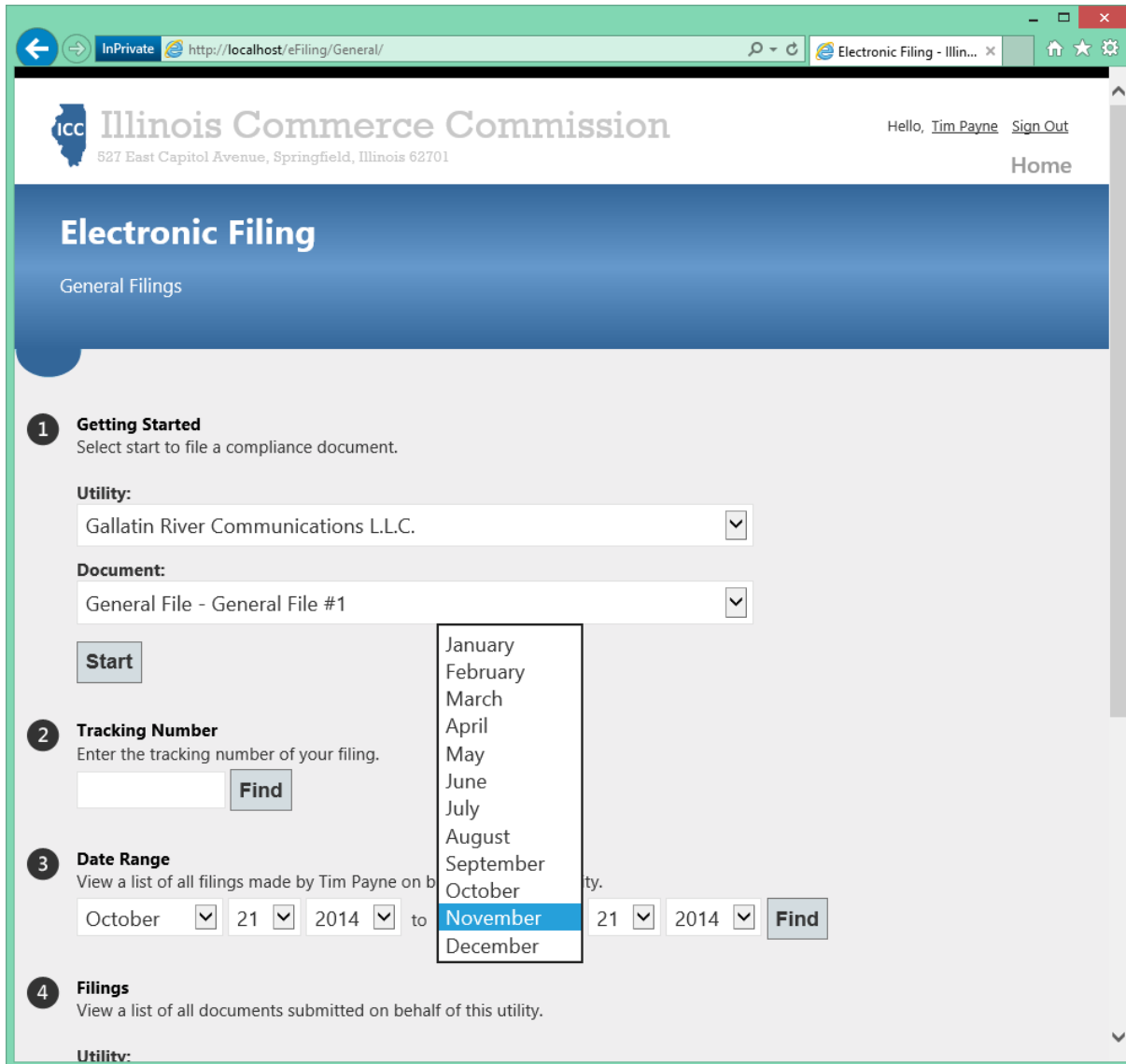
	Visibility	Status	Description
View	Public	Pending	General File - General File #1 filed by Gallatin River Communications L.L.C. on 11/21/2014 11:31:31 AM

HOW TO USE ELECTRONIC FILING

How to Find a Filing Using a Date Range

Step 1: Find a Filing Using a Date Range

Select the date range of the filing using the date drop-down lists. Click the Find button to submit the request.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/`. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link. A "Home" link is also present. The main heading is "Electronic Filing" with a sub-heading "General Filings".

The interface displays four numbered steps:

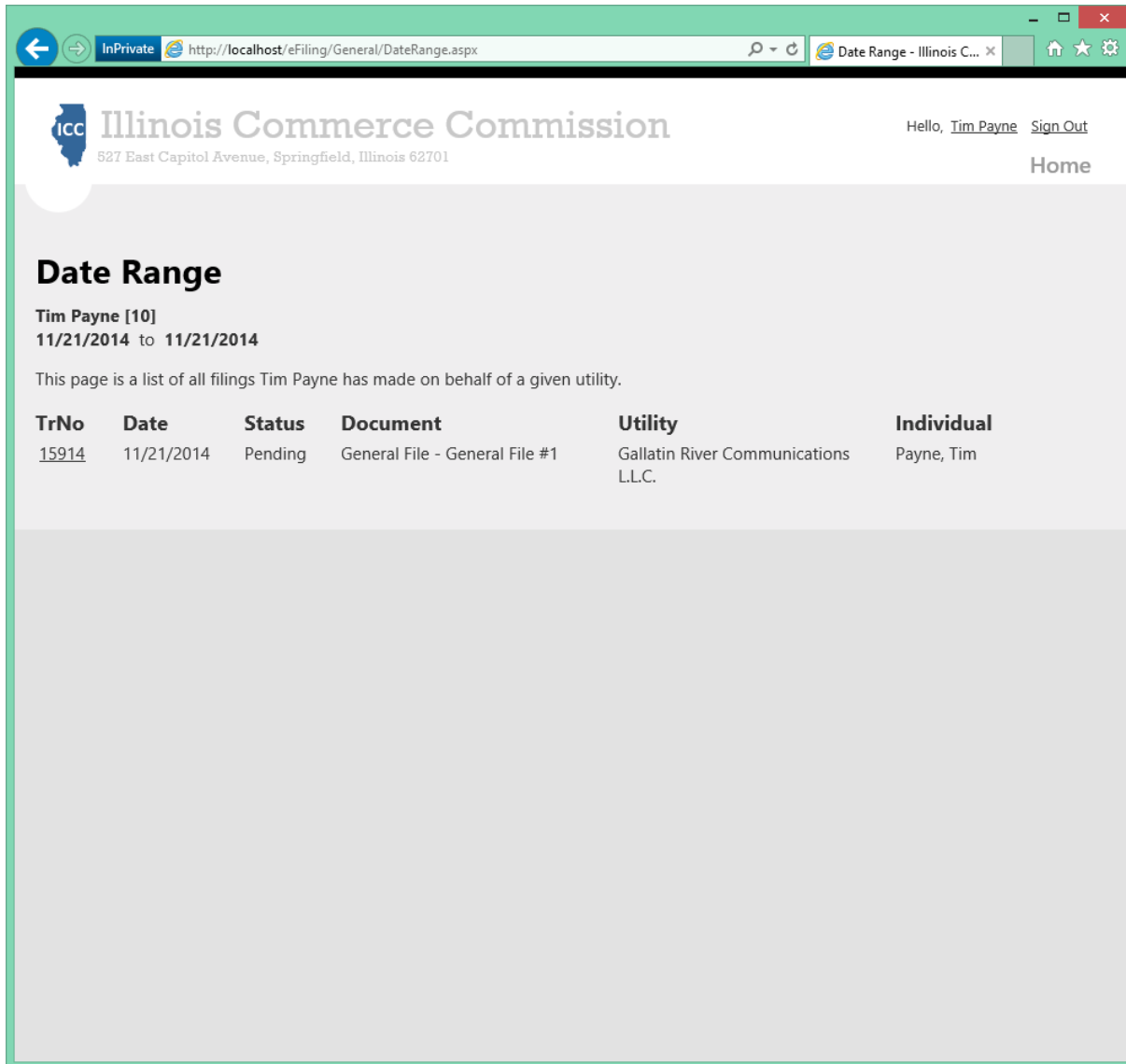
- 1 Getting Started**
Select start to file a compliance document.
Utility: Gallatin River Communications L.L.C.
Document: General File - General File #1
A "Start" button is visible.
- 2 Tracking Number**
Enter the tracking number of your filing.
A text input field and a "Find" button are shown.
- 3 Date Range**
View a list of all filings made by Tim Payne on behalf of this utility.
The date range selection is shown with a dropdown menu open for the month. The selected month is "November". The date range is "October 21, 2014 to November 21, 2014". A "Find" button is at the end of the range.
 - January
 - February
 - March
 - April
 - May
 - June
 - July
 - August
 - September
 - October
 - November**
 - December
- 4 Filings**
View a list of all documents submitted on behalf of this utility.
A "Utility:" label is visible at the bottom.

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How to Find a Filing Using a Date Range

Step 2: Date Range Report

A list of all filings submitted in the given date range is displayed. Click the tracking number of the filing that you want to view.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/DateRange.aspx`. The page header includes the Illinois Commerce Commission logo and name, along with the address "527 East Capitol Avenue, Springfield, Illinois 62701". A user greeting "Hello, Tim Payne" and a "Sign Out" link are visible. A "Home" link is also present. The main heading is "Date Range". Below it, the user "Tim Payne [10]" is listed with the date range "11/21/2014 to 11/21/2014". A message states: "This page is a list of all filings Tim Payne has made on behalf of a given utility." A table displays the filing information:

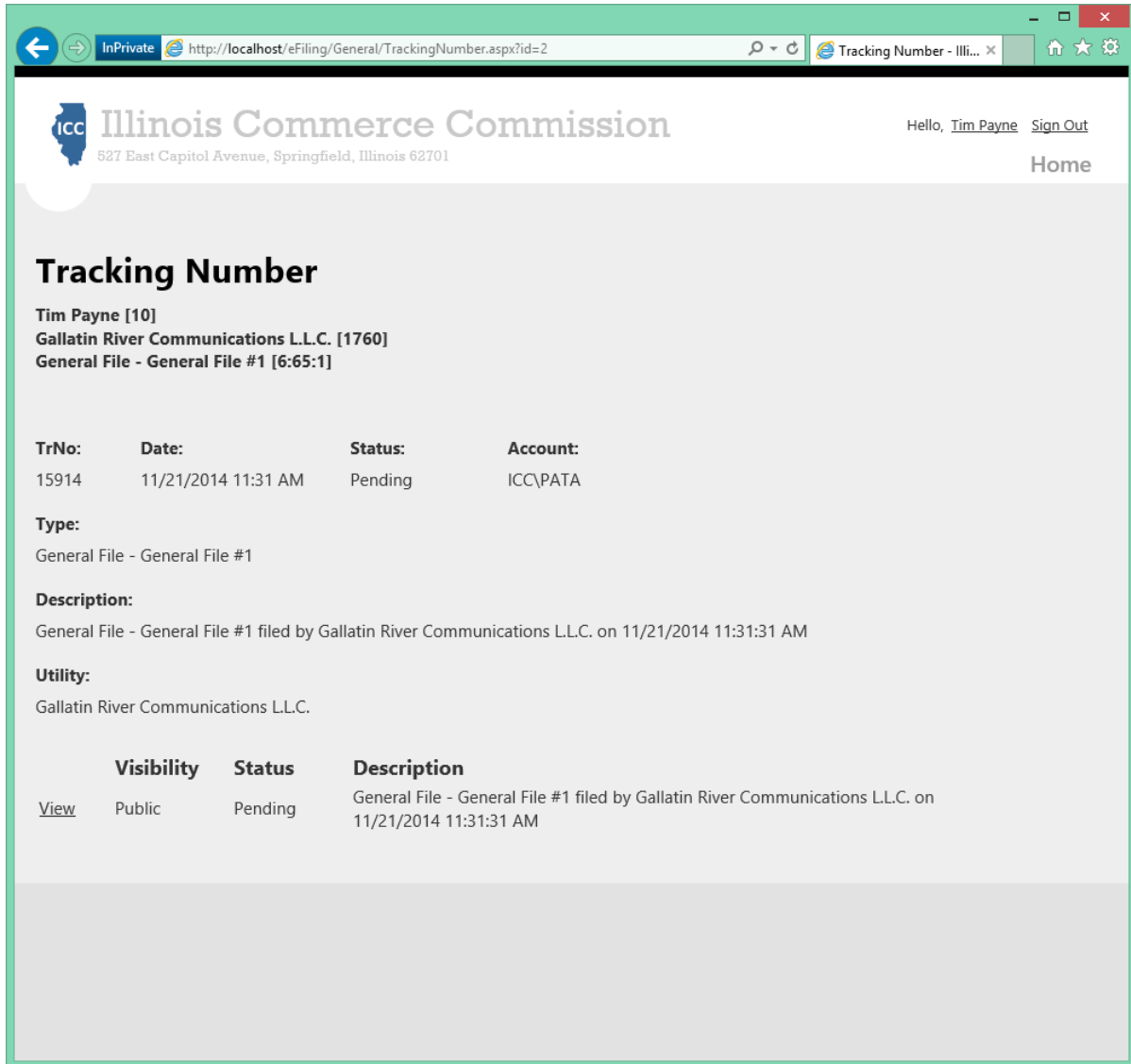
TrNo	Date	Status	Document	Utility	Individual
<u>15914</u>	11/21/2014	Pending	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim

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How to Find a Filing Using a Date Range

Step 3: View the Filing

On the tracking number page, all information related to this filing is available.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/TrackingNumber.aspx?id=2`. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link and a "Home" link. The main heading is "Tracking Number". Below this, the filing details are listed: "Tim Payne [10]", "Gallatin River Communications L.L.C. [1760]", and "General File - General File #1 [6:65:1]". A table displays the filing information:

TrNo:	Date:	Status:	Account:
15914	11/21/2014 11:31 AM	Pending	ICC\PATA

Below the table, the "Type:" is "General File - General File #1". The "Description:" is "General File - General File #1 filed by Gallatin River Communications L.L.C. on 11/21/2014 11:31:31 AM". The "Utility:" is "Gallatin River Communications L.L.C.". At the bottom, there is a table with columns "Visibility", "Status", and "Description":

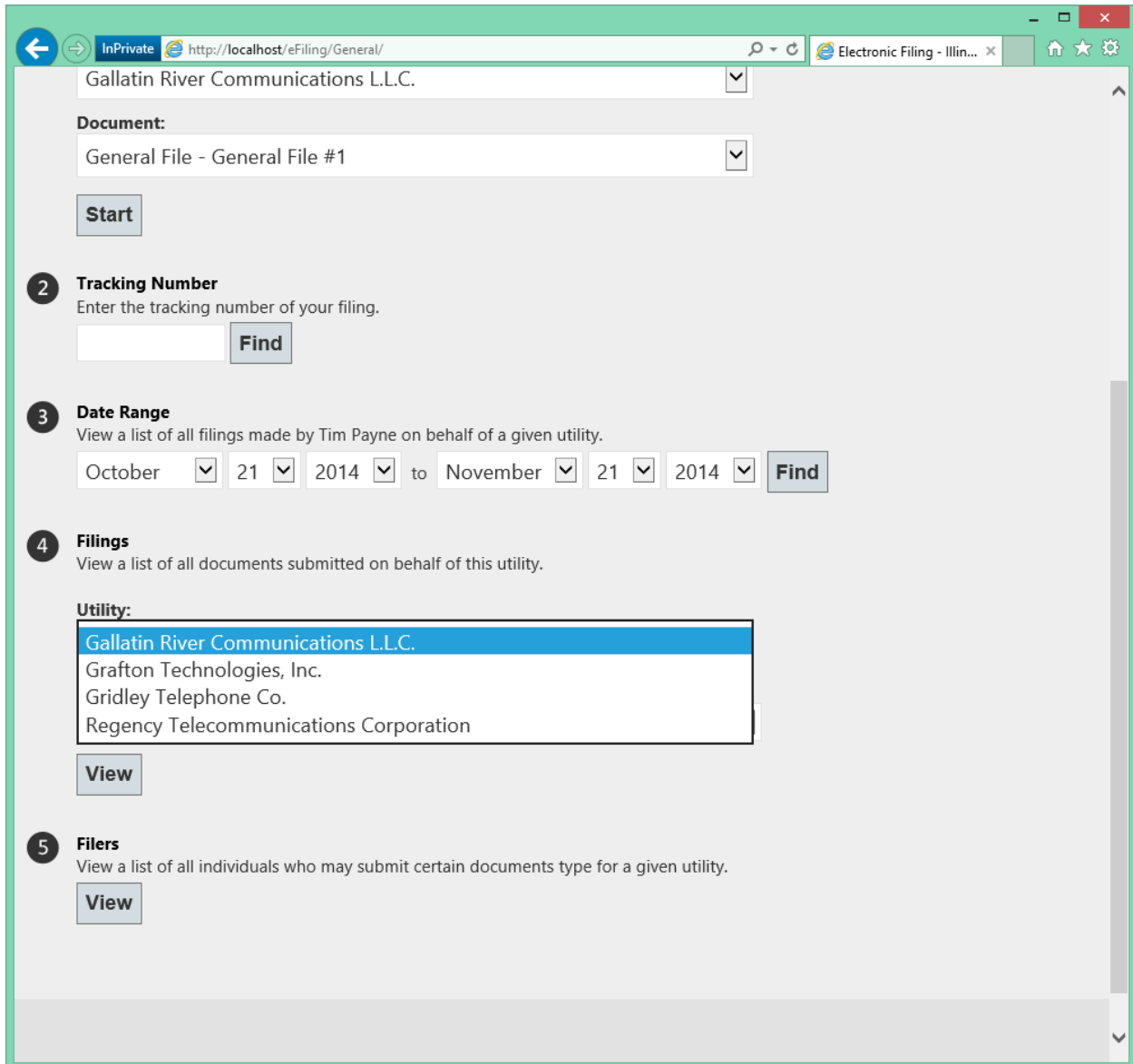
Visibility	Status	Description
View Public	Pending	General File - General File #1 filed by Gallatin River Communications L.L.C. on 11/21/2014 11:31:31 AM

HOW TO USE ELECTRONIC FILING

How to view a list of documents submitted on behalf of this utility

Step 1: View a list of documents submitted on behalf of this utility

Under the Filings headings, select a utility. To view the documents submitted on behalf of this company, click the view button.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/`. The page is titled "Electronic Filing - Illinois". At the top, there is a dropdown menu for "Gallatin River Communications L.L.C.". Below this, there is a "Document:" section with a dropdown menu for "General File - General File #1" and a "Start" button. The main content area is divided into five numbered sections:

- Tracking Number**
Enter the tracking number of your filing.
 Find
- Date Range**
View a list of all filings made by Tim Payne on behalf of a given utility.
October 21 2014 to November 21 2014 **Find**
- Filings**
View a list of all documents submitted on behalf of this utility.
Utility:

Gallatin River Communications L.L.C.

Grafton Technologies, Inc.

Gridley Telephone Co.

Regency Telecommunications Corporation

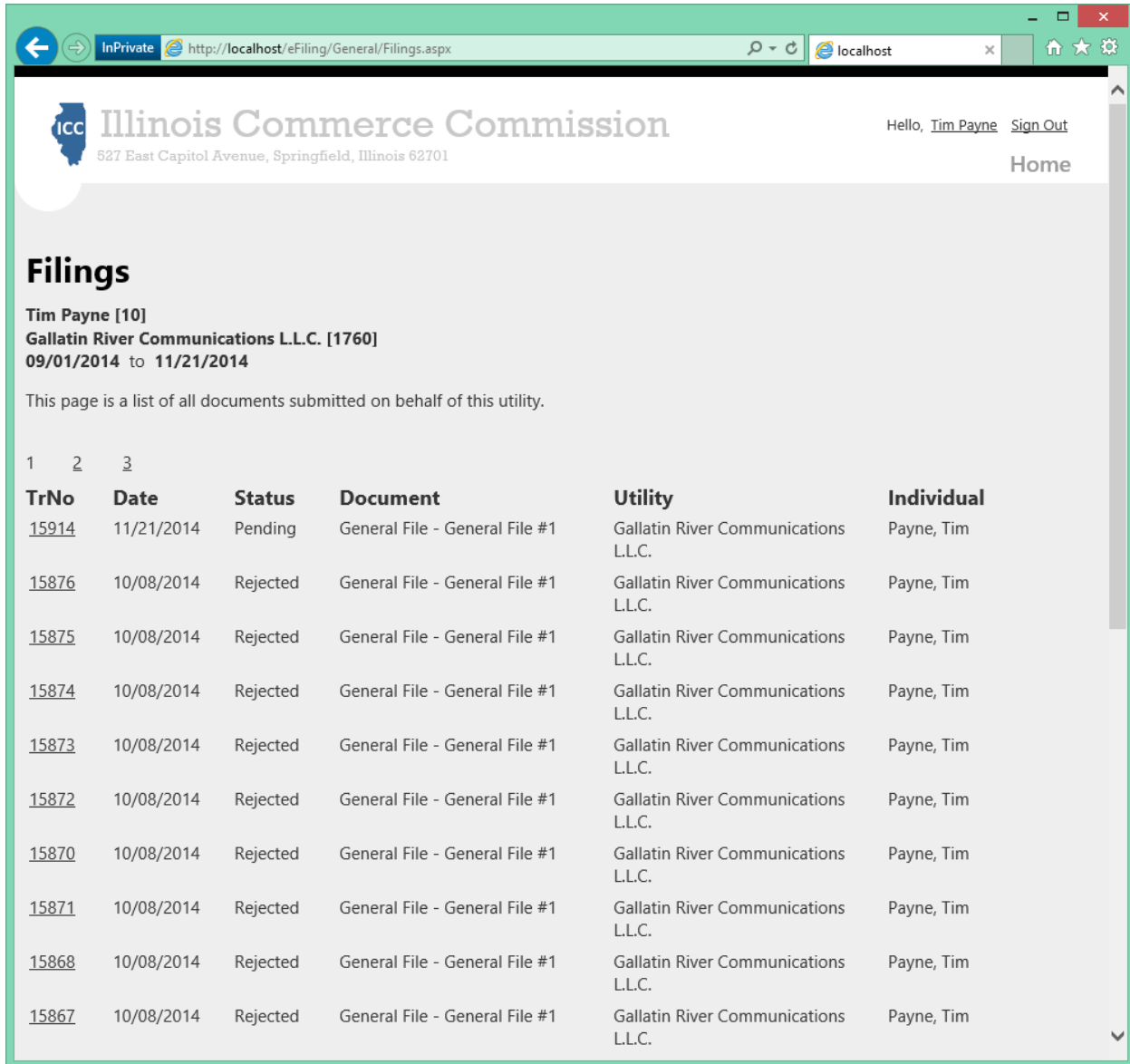
View
- Filers**
View a list of all individuals who may submit certain documents type for a given utility.
View

HOW TO USE ELECTRONIC FILING

How to view a list of documents submitted on behalf of this utility

Step 2: Filings Report

Click the tracking number of the filing that you want to view.



Illinois Commerce Commission
 527 East Capitol Avenue, Springfield, Illinois 62701

Hello, [Tim Payne](#) [Sign Out](#)

[Home](#)

Filings

Tim Payne [10]
Gallatin River Communications L.L.C. [1760]
09/01/2014 to 11/21/2014

This page is a list of all documents submitted on behalf of this utility.

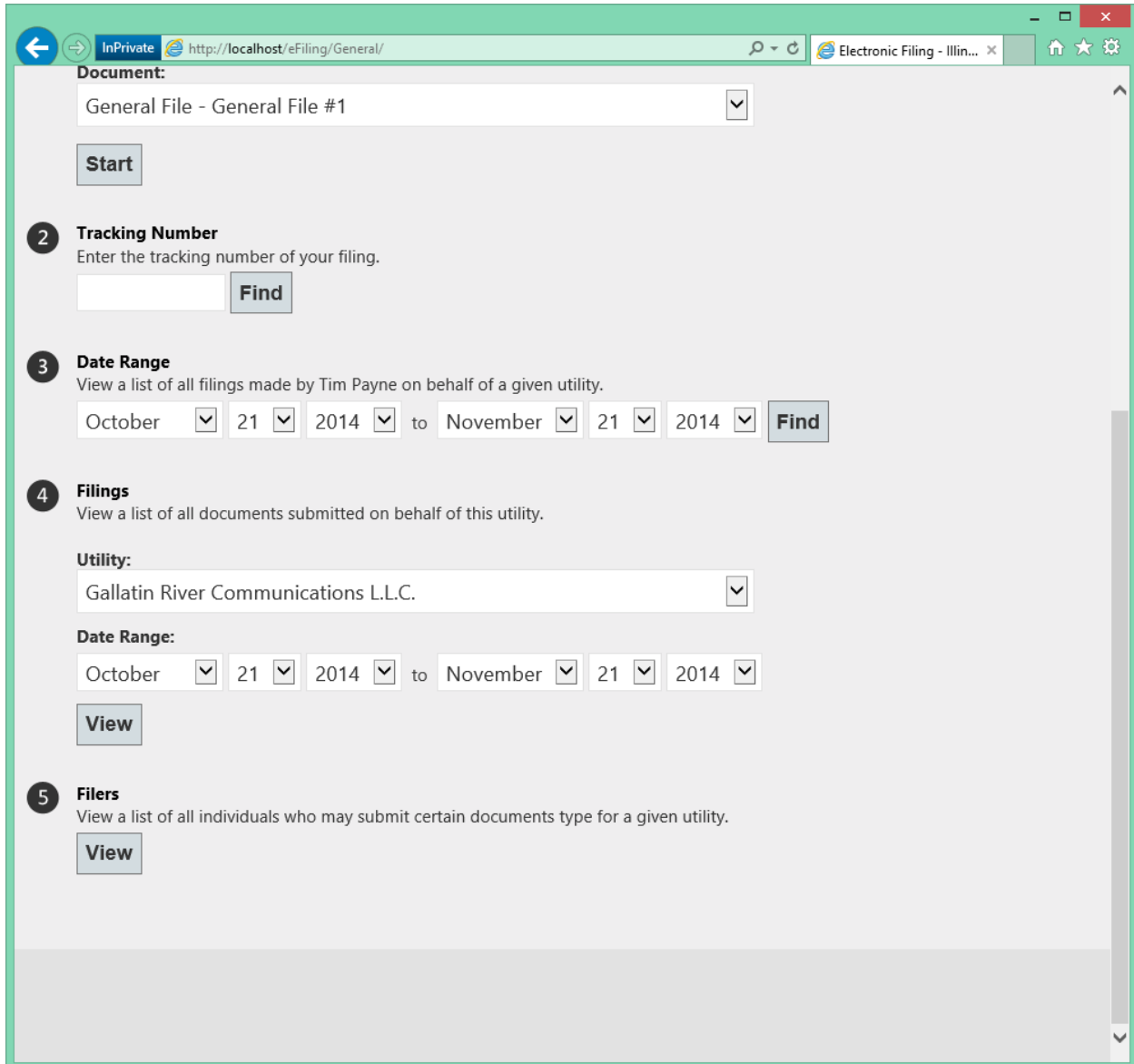
TrNo	Date	Status	Document	Utility	Individual
15914	11/21/2014	Pending	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
15876	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
15875	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
15874	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
15873	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
15872	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
15870	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
15871	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
15868	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
15867	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim

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View a list of all individuals who may submit certain documents type for a given utility

Step 1: List of individuals who may submit documents for a given utility

Click the view button to see the report.



The screenshot shows a web browser window with the URL <http://localhost/eFiling/General/>. The page is titled "Electronic Filing - Illin...". It contains several sections for navigating the filing process:

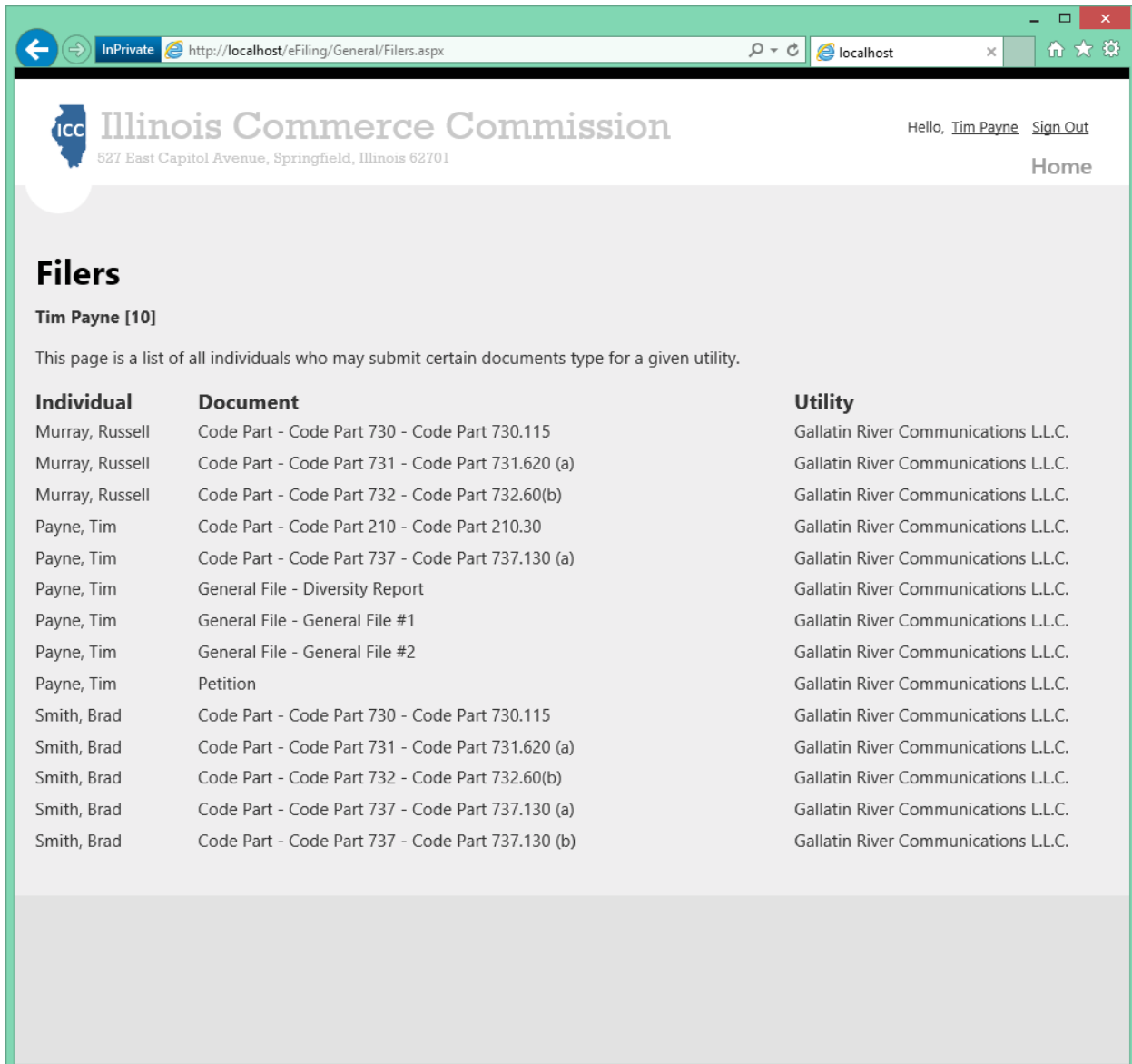
- Document:** A dropdown menu showing "General File - General File #1".
- Start:** A button to begin the filing process.
- 2 Tracking Number:** A section for entering a tracking number with a "Find" button.
- 3 Date Range:** A section for viewing filings by date range, with dropdowns for month, day, and year, and a "Find" button.
- 4 Filings:** A section for viewing all documents submitted on behalf of a utility. It includes a "Utility:" dropdown menu showing "Gallatin River Communications L.L.C." and a "Date Range:" section with dropdowns for month, day, and year, and a "View" button.
- 5 Filers:** A section for viewing all individuals who may submit certain documents type for a given utility. It includes a "View" button.

HOW TO USE ELECTRONIC FILING

View a list of all individuals who may submit certain documents type for a given utility

Step 1: Filers Report

A list of all filers by document for a given utility.



The screenshot shows a web browser window with the URL <http://localhost/eFiling/General/Filers.aspx>. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, [Tim Payne](#) [Sign Out](#)". A "Home" link is also present.

Filers

Tim Payne [10]

This page is a list of all individuals who may submit certain documents type for a given utility.

Individual	Document	Utility
Murray, Russell	Code Part - Code Part 730 - Code Part 730.115	Gallatin River Communications L.L.C.
Murray, Russell	Code Part - Code Part 731 - Code Part 731.620 (a)	Gallatin River Communications L.L.C.
Murray, Russell	Code Part - Code Part 732 - Code Part 732.60(b)	Gallatin River Communications L.L.C.
Payne, Tim	Code Part - Code Part 210 - Code Part 210.30	Gallatin River Communications L.L.C.
Payne, Tim	Code Part - Code Part 737 - Code Part 737.130 (a)	Gallatin River Communications L.L.C.
Payne, Tim	General File - Diversity Report	Gallatin River Communications L.L.C.
Payne, Tim	General File - General File #1	Gallatin River Communications L.L.C.
Payne, Tim	General File - General File #2	Gallatin River Communications L.L.C.
Payne, Tim	Petition	Gallatin River Communications L.L.C.
Smith, Brad	Code Part - Code Part 730 - Code Part 730.115	Gallatin River Communications L.L.C.
Smith, Brad	Code Part - Code Part 731 - Code Part 731.620 (a)	Gallatin River Communications L.L.C.
Smith, Brad	Code Part - Code Part 732 - Code Part 732.60(b)	Gallatin River Communications L.L.C.
Smith, Brad	Code Part - Code Part 737 - Code Part 737.130 (a)	Gallatin River Communications L.L.C.
Smith, Brad	Code Part - Code Part 737 - Code Part 737.130 (b)	Gallatin River Communications L.L.C.